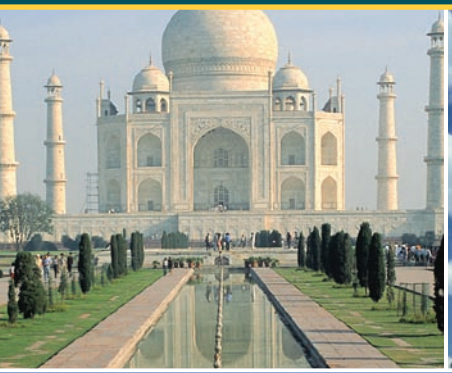
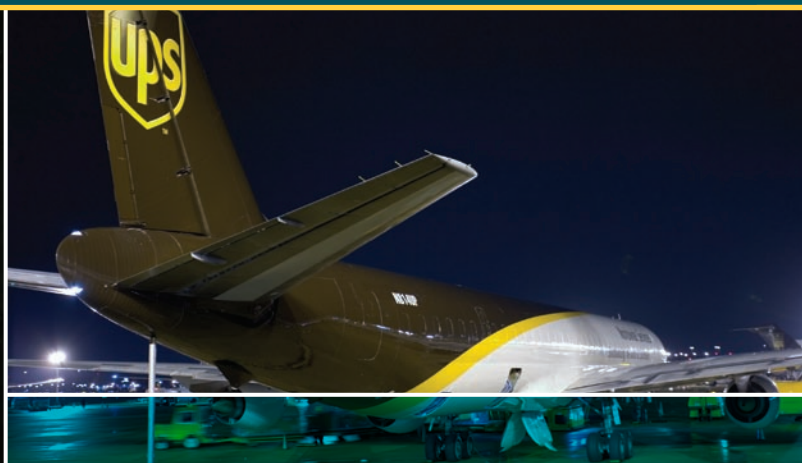
International Shipping Reference Guide



Where are you shipping today?



Crossing borders:

Your map to navigating international shipping with UPS

No matter where your international shipments are going – Asia, Europe, South America, Mexico, Central America or the United States – UPS export delivery services ensure your shipments cross borders quickly and arrive on time. Every day, UPS reliably manages the international shipping, logistics and customs brokerage needs of businesses worldwide.

Use this guide as a quick reference tool when preparing your international shipments. Find out what you need to do before you ship, including information on how to accurately complete international documentation and on UPS's automated shipping tools that can help simplify the whole process.

Still have questions? Our dedicated Customer Contact Centre is accessible 24 hours a day, 7 days a week by calling 1-800-Pick-UPS®. You can also visit us online at UPS.com®.

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UPS's international delivery services

Synchronize the world's schedule with yours. Count on UPS for guaranteed delivery to more than 215 countries and territories. Expect superior or competitive transit times* to major cities worldwide, plus direct delivery to many secondary destinations that other carriers don't serve. Review the services below or visit UPS.com® for more information.

Ship worldwide	
UPS Worldwide Express Plus™	2 business days by 9 a.m.
UPS Worldwide Express™	2 business days (as early as 10:30 a.m.)
UPS Worldwide Express Saver™	2 business days
UPS Worldwide Expedited™	3 business days
Ship to the United States	
UPS Express™ Early A.M.®	8 a.m. metro/8:30 a.m. many others (overnight)
UPS Express™	10:30 a.m. (overnight)
UPS Express Saver™	1 business day
UPS Expedited	2 business days
UPS 3 Day Select™	3 business days
UPS Standard	Scheduled day
Ship to Mexico	
UPS Express™	1 business day by 2 p.m.
UPS Express Saver™	1 business day
UPS Expedited	3 business days

* Transit days may vary based on origin and destination.
Refer to UPS.com for days in transit to your destination or call 1-800-Pick-UPS®.

Sending your international shipment is as easy as 1-2-3!

Do you have everything you need to ensure your shipment arrives on time? Review this checklist before sending your international shipment with UPS.

1 Shipping label

Complete a UPS shipping label (full address information for both the shipper and receiver), including:

- Full name (first and last)
- Address
- Postal Code
- Telephone number
- Payment information
- UPS Account Number

2 Do you need a Commercial Invoice?

- **Document shipment:** if you are sending a written/typed/printed document shipment in any packaging, you only need to complete a UPS shipping label.
- **Non-document shipment:** if your shipment includes anything other than documents, three copies of a Commercial Invoice are required.

Please note: when shipping to the U.S. via UPS Standard (ground) service, you must always provide a value for the shipment – including document shipments. You can provide UPS with this information on a Commercial Invoice or on separately-provided documentation.

3 Other documentation that may be required

- Every non-document shipment you send must be accompanied by three copies of a **Commercial Invoice**.
- Every U.S. or Mexico-destined shipment you send that was made or assembled in a NAFTA country (Canada, Mexico, U.S.) valued at over $2,500 US must include a **NAFTA Certificate of Origin** for you to receive any preferential tariff treatment. All goods valued under $2,500 US must include the **NAFTA Statement of Origin**, which is, "I hereby certify that the good covered by this shipment qualifies as an originating good for purposes of preferential tariff treatment under the NAFTA."
- Every non-U.S.-destined shipment that should receive preferential tariff treatment must be accompanied by a **Certificate of Origin**.
- Every shipment you send to a non-U.S. destination valued over $2,000 Cdn must be accompanied by a **Form B13A - Export Declaration (or use the Canadian Automated Export Declaration (CAED) software.** For more information, please refer to page 7).

What else do I need to do?

To determine if your goods are subject to any restrictions, licenses, additional documentation or unique compliance requirements, visit UPS.com® and look for UPS TradeAbility® under the Business Solutions tab for more information. Some areas of consideration include:

- **Check import compliance** – Verify compliance of your import shipments with country-specific trade regulations, procedures, tariffs, laws and administrative rulings.
- **Screen for denied parties** – Use a single source to search for restricted trading parties or embargoed countries.
- **Prohibited goods for export** – Are listed under the Support tab and include such items as: ammunition, industrial diamonds, live animals and stamps. For a more comprehensive list, visit UPS.com®.

Determine what and where before you send

Document shipment

A document is generally defined as a written, typed or printed communication of no commercial value.

When you ship documents internationally in a UPS Express Envelope, or in any other packaging, only a UPS shipping label is needed. Generally, a Commercial Invoice is not required.

Non-document shipment

When your international shipment includes items other than documents, typically three copies of a Commercial Invoice are required.

When you are sending multiple packages to the same recipient, only the lead package requires a UPS shipping label and three copies of the Commercial Invoice. Each additional package must have an address label and a UPS Worldwide services tracking label. Be sure to mark each package as 1 of x, 2 of x, etc., where x equals the total number of packages in the shipment.

Where are you shipping?

Always provide UPS with complete and accurate shipping information to help ensure timely delivery.

Here are a few tips:

- Include the full name and shipping address of the final destination or ship-to.
- Provide the full name and address of the sold-to party if different than the ship-to.
- Provide a telephone number in case the ship-to or sold-to party needs to be contacted.
- Include postal codes on all documentation if you are shipping to a country using a postal code system.

Countries using postal codes include:
Australia, Canada, China, Finland, France, Germany, India, Moldova, Netherlands, New Zealand, Norway, Poland, Portugal, Russia, South Africa, Spain, Sweden, Switzerland, Taiwan, United Kingdom and the United States.

The documents you need to send your international shipment

UPS uses your import and export documents to properly declare your shipment to customs authorities in both the country of export and the country of import. Other documents may be necessary based on the nature and the value of the shipment and the particular rules of the destination country.

Document	Description	Status	Destination Country Associated	Value
Commercial Invoice	Evidence of a transaction between the buyer and the seller. This invoice must accompany every non-document shipment you send internationally.	Required	All	All
NAFTA Formal Statement of Origin	In order for your goods to be considered for preferential tariff treatment, a carefully worded statement declaring the goods qualify is required on the invoice. "I hereby certify that the good covered by this shipment qualifies as an originating good for purposes of preferential tariff treatment under the NAFTA." You can select: Producer, Exporter, Importer or Agent. Then include your name, title, address, signature and date.	Required to receive preferential tariff treatment.	United States Mexico	Up to $2,500 US Up to $1,000 US
NAFTA Certificate of Origin	The NAFTA (North American Free Trade Agreement) Certificate of Origin allows for preferential rates of duty for shipments between the U.S., Canada and Mexico, if the products shipped meet NAFTA specified rules of origin and it also ensures your item, if qualified, receives the preferential tariff treatment.	Required to receive preferential tariff treatment.	United States Mexico	Greater than $2,500 US Greater than $1,000 US
Certificate of Origin	A Certificate of Origin certifies the country of manufacture for the items contained in your shipment. It is required to obtain preferential tariff treatment on certain goods. This certificate can be used for shipments destined for countries with which Canada has a negotiated trade agreement with.	Required to receive preferential tariff treatment.	Receives preferential treatment when destined for a country with whom Canada has a trade agreement	All
Form B13A - Export Declaration or Customs Automated Export Declaration (CAED)	The Canada Border Services Agency (CBSA) Form B13A or Statistics Canada software are used to compile official Canada export statistics and to maintain export control.	Required if the package is destined for a non-U.S. country.	Non-U.S. country	Greater than $2,000 Cdn
Other Documentation	For a more complete list of forms and documents that may be required for international shipping, go to the Access International Forms section of UPS TradeAbility® available under the Business Solutions tab on UPS.com®.			

How to complete a Commercial Invoice

This invoice is typically required and acts as evidence of a transaction (between seller and buyer). It is used to classify merchandise through customs and accurately assess duties and taxes. To download a copy of a Commercial Invoice, go to the Access International Forms section of UPS TradeAbility® under the Business Solutions tab on UPS.com®.

It is important that you complete this form accurately in order for your shipment to clear customs efficiently and to avoid incorrect charges. Complete the Commercial Invoice using the following guidelines:

1 Date (required field).

2 Shipper Tax ID (optional field).

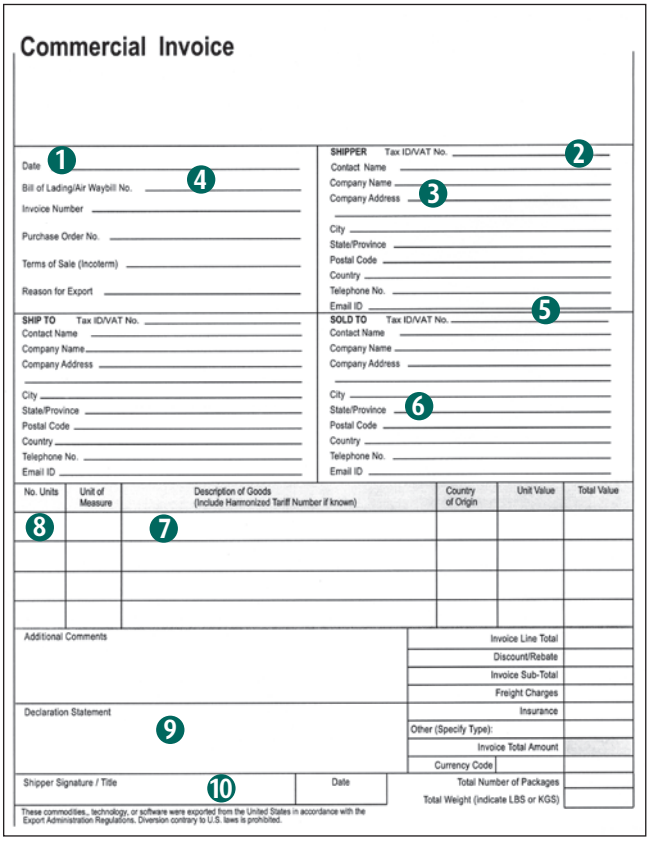
3 Your complete contact information (required).

4 The following fields are optional; you can enter the tracking number in the waybill number or shipment ID field. You can also choose to enter reference information.

5 Importer Tax ID (the party purchasing the goods). A tax ID number in Mexico is the federal taxpayer's Registry number (RFC); in the United States it is the employer's identification number or social security number. In Canada it is your Canadian Revenue Agency (CRA) Business Number.

**A legal requirement for the U.S. on any shipment valued at over $2,000 US, or any textile shipment, regardless of value. Without this, your U.S. shipments may be delayed.

6 Complete contact information is required for the Ship To and Sold To.


Commercial Invoice

Date 1
Bill of Lading/Air Waybill No. 4
Invoice Number
Purchase Order No.
Terms of Sale (Incoterm)
Reason for Export

SHIPPER Tax ID/VAT No. 2
Contact Name
Company Name
Company Address 3
City
State/Province
Postal Code
Country
Telephone No.
Email ID 5

SHIP TO Tax ID/VAT No.
Contact Name
Company Name
Company Address
City
State/Province
Postal Code
Country
Telephone No.
Email ID

SOLD TO Tax ID/VAT No.
Contact Name
Company Name
Company Address
City
State/Province 6
Postal Code
Country
Telephone No.
Email ID

No. Units	Unit of Measure	Description of Goods (Include Harmonized Tariff Number if known)	Country of Origin	Unit Value	Total Value
8		7			

Additional Comments

Invoice Line Total
Discount/Rebate
Invoice Sub-Total
Freight Charges
Insurance
Other (Specify Type):
Invoice Total Amount
Currency Code

Declaration Statement 9

Shipper Signature / Title 10 | Date

Total Number of Packages
Total Weight (indicate LBS or KGS)

These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. laws is prohibited.

7 Harmonized Tariff Schedules (HTS) help ensure accurate classification and rating by the importing country. To find your product's HTS code, refer to the Harmonizer section on UPS TradeAbility.

8 In this space, list each product and the following information: number of units, units of measure, description of goods, unit value, total transaction value, currency and total weight.
When describing goods, always include the following to ensure your item clears customs:
- Where the item was manufactured
- What it is made of
- The item's intended use
- Number of items being shipped
- Item value (per item and total)

Example:
Poor description: Clothing
Good description: Ladies 100% cotton blouse

9 The following text must be included in the declaration statement box: "I hereby certify that the information provided is true and complete to the best of my knowledge."

10 Include your signature and the date.

Did you know?

More than 60% of customs holds are directly related to missing information and incomplete descriptions on customs documentation.

Including a full and accurate description of the contents of your shipment is crucial and will reduce the likelihood of customs holds, seizures or penalties for non-compliance. Customs agencies around the world are focused on increased border security and enforcing regulatory requirements.

How to complete a NAFTA Certificate of Origin

For goods made in a NAFTA country (Canada, U.S. and Mexico) that meet NAFTA eligibility requirements (see the back of the NAFTA certificate for more information), a NAFTA Certificate of Origin must be included to ensure eligible goods qualify for reduced or eliminated duty. To download a copy, go to the Access International Forms section of UPS TradeAbility® under the Business Solutions tab on UPS.com®.

1 Exporter information, including your Canada Revenue Agency (CRA) Business Number.

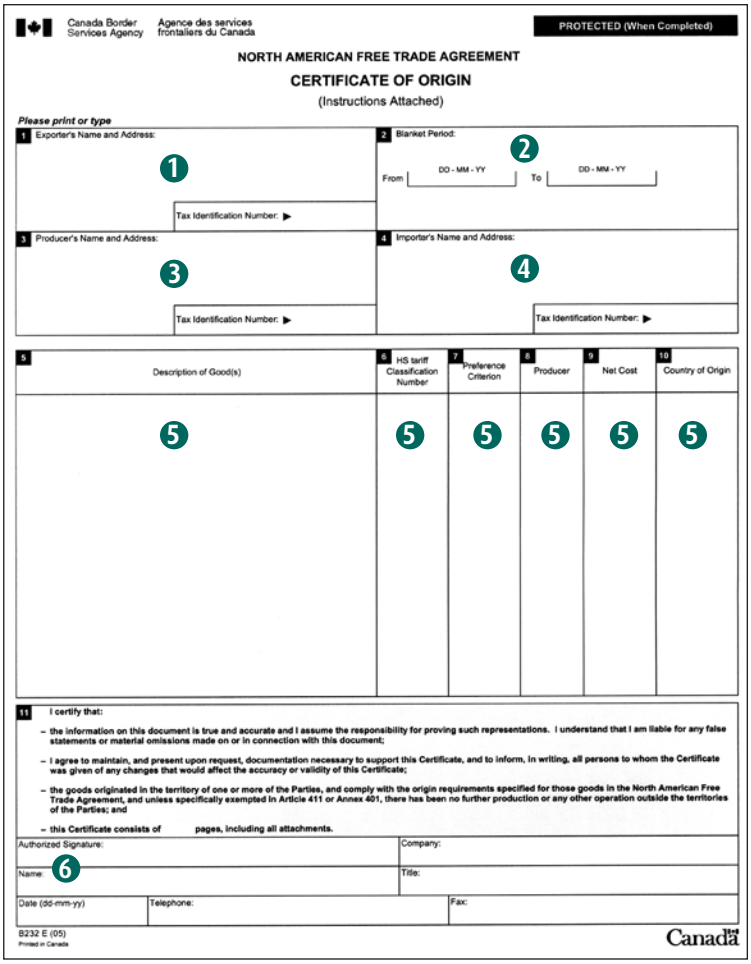
2 Only complete this field if the Certificate covers multiple shipments of identical goods (as described in section 5 of the form) that are imported into a NAFTA country for a specified period of time, up to one year (blanket period). "FROM" is the date which the Certificate becomes applicable to the good and "TO" is the date upon which the blanket period expires.

3 List the producer information (name and address), if different from the exporter, or state "UNKNOWN" if the information is unknown.

4 Importer information, including tax ID number, is required. A tax ID number in Mexico is the federal taxpayer's Registry number (RFC); in the United States it is the employer's identification number or social security number. In Canada, it is your CRA Business Number.

5 Description of goods, Tariff Classification Number, Preference Criteria, whether or not you are the producer of the good, Net Cost and Country of Origin. Refer to page 5 for more information on providing a complete product description.

6 Sign and date the form and include the required contact information.



Canada Border Services Agency / Agence des services frontaliers du Canada

PROTECTED (When Completed)

NORTH AMERICAN FREE TRADE AGREEMENT

CERTIFICATE OF ORIGIN

(Instructions Attached)

Please print or type

1 Exporter's Name and Address: 1

Tax Identification Number: ▶

2 Blanket Period: 2

From DD - MM - YY To DD - MM - YY

3 Producer's Name and Address: 3

Tax Identification Number: ▶

4 Importer's Name and Address: 4

Tax Identification Number: ▶

5 Description of Good(s)	6 HS tariff Classification Number	7 Preference Criterion	8 Producer	9 Net Cost	10 Country of Origin
5	5	5	5	5	5

11 I certify that:

– the information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document;

– I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given of any changes that would affect the accuracy or validity of this Certificate;

– the goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North American Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and

– this Certificate consists of pages, including all attachments.

Authorized Signature: Company:

Name: 6 Title:

Date (dd-mm-yy) Telephone: Fax:

B232 E (05)

Printed in Canada

Canada

Form B13A - Export Declaration

The Canada Border Services Agency (CBSA) uses the Form B13A - Export Declaration to compile data from export transactions and maintain control. Generally the Form B13A is required for all shipments going to non-U.S. destinations valued at over $2,000 Cdn.

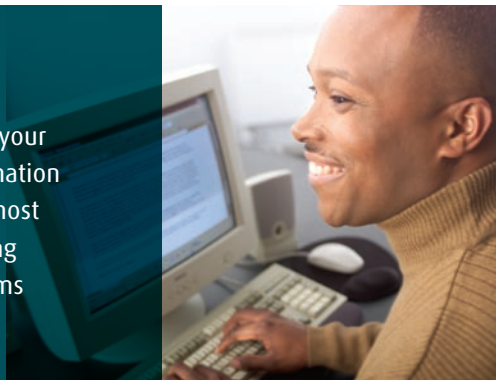
You can report your export shipments to the government using any of the following methods:

1. Canadian Automated Export Declaration (CAED) software
2. Form B13A - Export Declaration
3. G7 Electronic Data Interchange (EDI) Export Reporting**
4. Summary Reporting**

** Information on methods 3 and 4 is not included in this guide. Information on G7 Electronic Data Interchange (EDI) Export Reporting is available on the CBSA website (www.cbsa.gc.ca) by typing "G7 initiative" in the search feature, and information on Summary Reporting is available by typing "export documentation" in the search feature.

Canadian Automated Export Declaration (CAED) Software

UPS recommends using CAED software to prepare your export declarations quickly and transmit the information directly to the Government of Canada. This is the most efficient reporting method because you avoid taking your Form B13A to be stamped at your local customs office prior to export.



CAED software is available free of charge. For more information and a demonstration, please visit: www.statcan.ca/english/exports/download.htm.

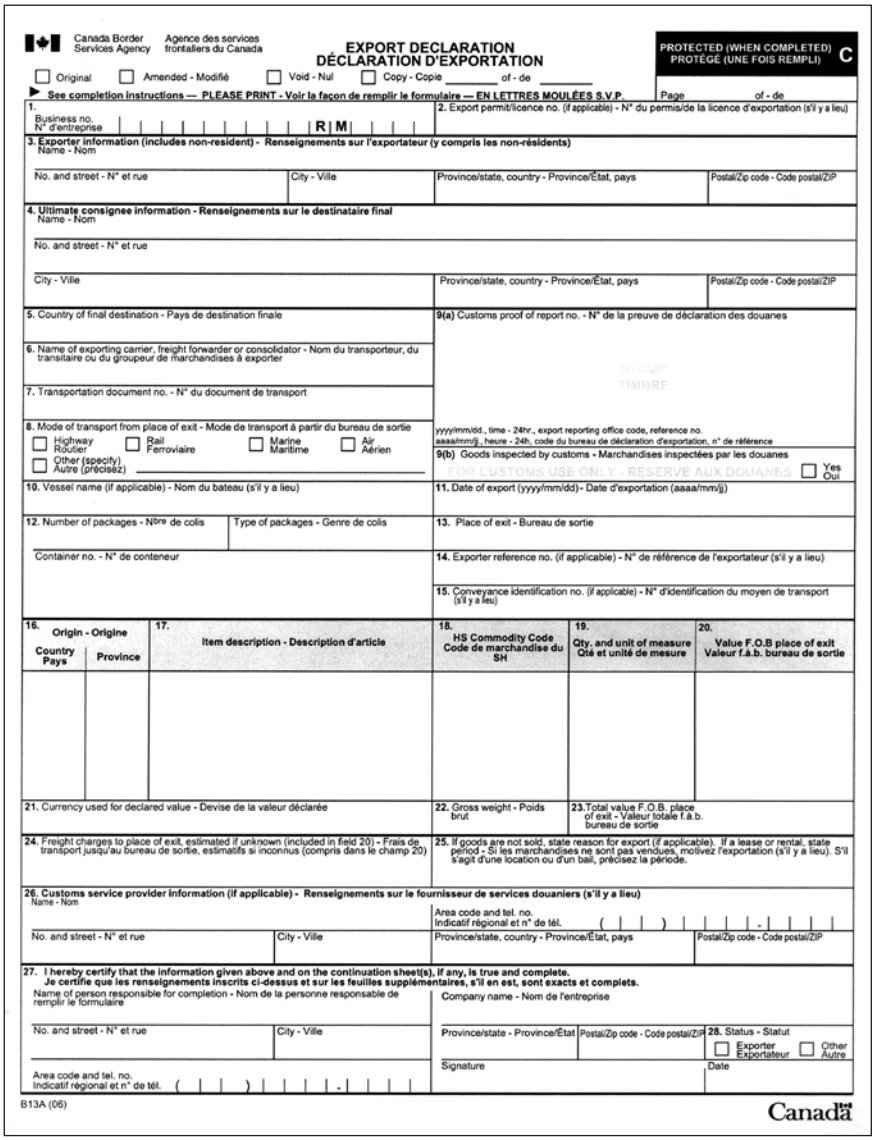
How to complete a Form B13A – Export Declaration

If you opt to complete the Form B13A (instead of using CAED software) follow these instructions to ensure you have completed it accurately and included all relevant information.

Please note that the Canada Border Services Agency (CBSA) will not accept Form B13A versions older than 2004. UPS recommends using the most recent form, available on the CBSA website at **www.cbsa-asfc.gc.ca**. Detailed instructions on form completion are also available on this website.

1. Enter your federal government-assigned Business Number.
2. An export permit or license number is required (when applicable).
3. Enter the exporter's complete contact information.
4. Enter the ultimate consignee's complete contact information.
5. Include the country of final destination where goods will be consumed.
6. Name of the carrier (UPS).
7. UPS Tracking Number.
8. Last mode of transport the goods used to leave the country.
9. Stamp the Form B13A, either manually or use the stamp machine, at a local customs office where the goods are reported and available for inspection. The stamp must be identical on the three copies of the Form B13A.

   Note: stamping is not required if you use CAED software.
10. If the mode of transport is marine, provide the vessel name.
11. Specify the date the goods are anticipated to be exported.
12. Show the number and type of packages.



Canada Border Services Agency / Agence des services frontaliers du Canada

EXPORT DECLARATION
DÉCLARATION D'EXPORTATION

PROTECTED (WHEN COMPLETED) / PROTÉGÉ (UNE FOIS REMPLI) C

☐ Original ☐ Amended - Modifié ☐ Void - Nul ☐ Copy - Copie _____ of - de _____

▶ See completion instructions — PLEASE PRINT - Voir la façon de remplir le formulaire — EN LETTRES MOULÉES S.V.P.

Page of - de

1. Business no. / N° d'entreprise | R | M |

2. Export permit/licence no. (if applicable) - N° du permis/de la licence d'exportation (s'il y a lieu)

3. Exporter information (includes non-resident) - Renseignements sur l'exportateur (y compris les non-résidents)
Name - Nom
No. and street - N° et rue | City - Ville | Province/state, country - Province/État, pays | Postal/Zip code - Code postal/ZIP

4. Ultimate consignee information - Renseignements sur le destinataire final
Name - Nom
No. and street - N° et rue
City - Ville | Province/state, country - Province/État, pays | Postal/Zip code - Code postal/ZIP

5. Country of final destination - Pays de destination finale

6. Name of exporting carrier, freight forwarder or consolidator - Nom du transporteur, du transitaire ou du groupeur de marchandises à exporter

7. Transportation document no. - N° du document de transport

8. Mode of transport from place of exit - Mode de transport à partir du bureau de sortie
☐ Highway / Routier ☐ Rail / Ferroviaire ☐ Marine / Maritime ☐ Air / Aérien
☐ Other (specify) / Autre (précisez) _____

9(a) Customs proof of report no. - N° de la preuve de déclaration des douanes
STAMP / TIMBRE
yyyy/mm/dd., time - 24hr., export reporting office code, reference no.
aaaa/mm/jj., heure - 24h, code du bureau de déclaration d'exportation, n° de référence

9(b) Goods inspected by customs - Marchandises inspectées par les douanes ☐ Yes / Oui
FOR CUSTOMS USE ONLY - RÉSERVÉ AUX DOUANES

10. Vessel name (if applicable) - Nom du bateau (s'il y a lieu)

11. Date of export (yyyy/mm/dd) - Date d'exportation (aaaa/mm/jj)

12. Number of packages - Nbre de colis | Type of packages - Genre de colis

13. Place of exit - Bureau de sortie

Container no. - N° de conteneur

14. Exporter reference no. (if applicable) - N° de référence de l'exportateur (s'il y a lieu)

15. Conveyance identification no. (if applicable) - N° d'identification du moyen de transport (s'il y a lieu)

16. Origin - Origine: Country / Pays	Province	17. Item description - Description d'article	18. HS Commodity Code / Code de marchandise du SH	19. Qty. and unit of measure / Qté et unité de mesure	20. Value F.O.B place of exit / Valeur f.à.b. bureau de sortie

21. Currency used for declared value - Devise de la valeur déclarée

22. Gross weight - Poids brut

23. Total value F.O.B. place of exit - Valeur totale f.à.b. bureau de sortie

24. Freight charges to place of exit, estimated if unknown (included in field 20) - Frais de transport jusqu'au bureau de sortie, estimatifs si inconnus (compris dans le champ 20)

25. If goods are not sold, state reason for export (if applicable). If a lease or rental, state period - Si les marchandises ne sont pas vendues, motivez l'exportation (s'il y a lieu). S'il s'agit d'une location ou d'un bail, précisez la période.

26. Customs service provider information (if applicable) - Renseignements sur le fournisseur de services douaniers (s'il y a lieu)
Name - Nom
Area code and tel. no. / Indicatif régional et n° de tél. ( ) -
No. and street - N° et rue | City - Ville | Province/state, country - Province/État, pays | Postal/Zip code - Code postal/ZIP

27. I hereby certify that the information given above and on the continuation sheet(s), if any, is true and complete. / Je certifie que les renseignements inscrits ci-dessus et sur les feuilles supplémentaires, s'il en est, sont exacts et complets.
Name of person responsible for completion - Nom de la personne responsable de remplir le formulaire
Company name - Nom de l'entreprise
No. and street - N° et rue | City - Ville
Province/state - Province/État | Postal/Zip code - Code postal/ZIP | 28. Status - Statut ☐ Exporter / Exportateur ☐ Other / Autre
Area code and tel. no. / Indicatif régional et n° de tél. ( ) -
Signature | Date

B13A (06)

Canada

13. State the place of exit (where the goods are expected to leave Canada).

14. Enter the exporter's internal reference number for tracing the shipment (usually an invoice or purchase order number).

15. If the goods being exported from Canada are a conveyance, enter the vehicle identification number (VIN), the hull identification number or the serial number of the conveyance.

EXPORT DECLARATION — CONTINUATION SHEET
DÉCLARATION D'EXPORTATION — FEUILLE SUPPLÉMENTAIRE

PROTECTED (WHEN COMPLETED)
PROTÉGÉ (UNE FOIS REMPLI)

1. Business no. / N° d'entreprise | | | | | | | | | R | M | | | | Page of - de

2. Export permit, licence or certificate no. (if applicable) - N° du permis, du certificat ou de la licence d'exportation (s'il y a lieu)

12. Container no. - N° de conteneur

14. Exporter reference no. (if applicable) - N° de référence de l'exportateur (s'il y a lieu)

15. Conveyance identification no. (if applicable) - N° d'identification du moyen de transport (s'il y a lieu)

16. Origin - Origine Country / Pays	Province	17. Item description - Description d'article	18. HS Commodity Code / Code de marchandise du SH	19. Qty. and unit of measure / Qté et unité de mesure	20. Value F.O.B. place of exit / Valeur f.à.b. bureau de sortie

22. Gross weight - Poids brut

23. Total value F.O.B. place of exit - Valeur totale f.à.b. bureau de sortie

Information from this declaration will be used for customs control purposes, and may be shared with other government departments to enforce Canadian laws. Details are available in the Treasury Board of Canada publication called *Info Source*. *Info Source* is available at public libraries, government public reading rooms and on the Internet at: **http://infosource.gc.ca.**

Les renseignements fournis dans cette déclaration serviront à des fins de contrôle douanier et pourront être partagés avec d'autres ministères afin de faire respecter les lois canadiennes. Vous trouverez des détails à ce sujet dans la publication du Conseil du Trésor du Canada, *Info Source*. *Info Source* est disponible dans les bibliothèques publiques, les salles de lecture publiques du gouvernement et sur Internet à **http://infosource.gc.ca.**

For information on how to report exports and how to code export commodities, contact: ▶ Data Assembly Section, International Trade Division, Statistics Canada, Tel: (613) 951-6291 or 1 (800) 257-2434, Fax: (613) 951-6823 or 1 (888) 269-5305, E-mail: export@statcan.ca

Pour des renseignements sur la façon de déclarer vos exportations et sur la codification des marchandises exportées, communiquez avec : ▶ Unité de la collecte des Données, Division du commerce international, Statistique Canada, Tél. : (613) 951-6291 ou 1 800 257-2434, Télécopieur : (613) 951-6823 ou 1 888 269-5305, Courriel : export@statcan.ca

For statistical information, contact: ▶ Marketing and Client Services Section, International Trade Division, Statistics Canada, Tel: (613) 951-9647 or 1 (800) 294-5583, E-mail: trade@statcan.ca

Pour des renseignements statistiques, communiquez avec : ▶ Section du Marketing et Services à la clientèle, Division du commerce international, Statistique Canada, Tél. : (613) 951-9647 ou 1 800 294-5583, Courriel : commerce@statcan.ca

For information on exports, refer to D20-1-1 or contact: ▶ Tel: 1 (800) 461-9999, From outside Canada Tel: (204) 983-3500 or (506) 636-5064 or visit the CBSA Web site at: **www.cbsa.gc.ca**, E-mail: exports@cbsa-asfc.gc.ca

Pour des renseignements sur les exportations, consultez le D20-1-1 ou communiquez avec : ▶ Tél. : 1 800 959-2036, De l'extérieur du Canada Tél. : (204) 983-3700 ou (506) 636-5067 ou visitez le site Web de l'ASFC au : **www.asfc.gc.ca**, Courriel : export@cbsa-asfc.gc.ca

16. If the goods are of Canadian origin, state the province from which the goods were grown, mined or manufactured. If not, state the country. If the goods are further processed imported goods or are imported goods being exported, state the province from which the goods are exported.

17. Provide a complete description of the goods in normal trade terms with sufficient detail to verify the declared Harmonized System (HS) Code.

18. State either the Canadian 8-digit HS export code or the Canadian 10-digit import code from the customs tariff. Use the Harmonizer on UPS TradeAbility™ for reference if more information is needed.

19. State the quantity and unit of measurement for each item as specified by the Canadian export classification requirements or the import customs tariff or the permit. State the value of each item on a separate line.

20. This value will include the freight charges, handling, insurance or similar charges incurred to the place of exit from Canada, minus any discounts entered into prior to exportation.

21. Identify the currency used.

22. State the gross shipping weight.

23. The total value of all items listed in section 20.

24. Enter the freight charges in Canadian dollars.

25. If the goods are not sold, state the reason for the export (repair, return, lease, transfer of company goods). If the goods have been leased to a person/company in another country, identify the period of the lease or rental agreement.

26. Enter the name, address and telephone number of the customs broker.

27. Show the name, company, address and telephone number of the person who completed the Form B13A.

28. Indicate whether the person signing the declaration is the exporter of the goods or another person.

UPS TradeAbility® helps you manage your international shipments

UPS TradeAbility®

International trade provides many opportunities for your company's growth but without help, the process can be complex and time consuming. UPS TradeAbility is an easy-to-use web-based system that can be integrated into your own business or accessed on UPS.com®. It allows you to improve compliance and customer service, increase supply chain efficiencies and reduce international shipping costs. UPS TradeAbility provides up-to-date information to address new security and compliance initiatives, trade agreements, customs regulations, duty rates and import-export processes.

Improve compliance. Conduct business better.

UPS TradeAbility allows you to enhance your compliance and avoid fines and sanctions with the following features:

- **Screen for Denied Parties** – see who is on government watch lists, ensure complete and accurate compliance with government regulations.
- **Detect Export Licences** – access the latest export license requirements, based on destination country or commodity information, which reduces the risk of fines and sanctions.
- **Check Import Compliance** – Reduce border delays by maximizing compliance with country-specific trade regulations, procedures and restrictions before you import.

Gain efficiencies that give you the edge.

UPS TradeAbility prevents in-transit delays and streamlines your supply chain with these functions:

- **Find Harmonized Codes** – get quick access to country-specific tariff codes from one source so you don't have to manually research relevant information or purchase reference materials on each individual country.
- **Organize and store up to 1,000 product entries, including tariff codes, for use with other UPS TradeAbility features.**

Enhance cost savings. Deliver better service.

Discover how UPS TradeAbility can improve your bottom line by providing critical information when you need it:

- **Estimate Landed Costs** – allows you to estimate the cost of your international shipment, including government-assessed duties and taxes. It enables you to forecast net profitability, minimize returned orders and better serve your customers.
- **Access 90 days of transaction history (or store offline) providing a clear audit trail.**

UPS automated shipping solutions

Free UPS shipping software

UPS provides free shipping software giving you the ability to handle all your shipping needs without leaving your computer. Prepare, track and manage shipments with ease, regardless of your computer setup. The software is flexible and features many service offerings and improvements to enhance your shipping activities, including:

- Completes and prints Commercial Invoices and NAFTA certificates for customs
- Expanded billing options allowing you to specify who pays for the shipping charges and who pays for duties, taxes and brokerage fees
- Supports all Quantum View® services (at no additional cost)
- Instantly shows the applicable UPS services available, along with the corresponding shipping rates
- Arranges for a pickup online
- Imports and exports data to and from your database, eliminating the need to re-key data
- Supports multiple users on a Local Area Network (LAN)
- Ships to more than 200 countries and territories worldwide

UPS Internet Shipping

This fast, easy application allows you to prepare your shipping labels from any computer with Internet access, at any time. There's no software to install or upgrade – it's an ideal solution for employees who handle their own shipping, such as office staff and off-site employees. They can schedule a pickup, determine rates, track packages and find a drop-off location for their shipments. Shipments can be charged to a UPS account, credit card, to the receiver or even bill the shipment to a third party. To get started, go to UPS.com®.

UPS CampusShip®

UPS CampusShip® is a secure web-based, UPS-hosted shipping system that enables multiple users within an organization to ship packages and letters from their desktop and perform other shipping-related tasks – all by using any computer with Internet access. It's designed for companies that have a corporate campus environment, multiple locations throughout the country or users that need to ship when they travel. Employees in different locations or countries can be set up as an administrator to keep tabs on the entire process with centralized control and visibility. Plus, internal cost control and expense allocation are easy to administrate. Visit UPS.com for more information.

Quantum View® visibility services

Quantum View Notify®

With UPS shipping software, UPS Internet Shipping or UPS CampusShip®, choose to send an e-mail notification up to five different recipients alerting them that their package has been processed. This robust feature can save your business precious time by automatically informing recipients where the shipment is being delivered and advise them of UPS Tracking Number and reference numbers. You can choose up to 3 notification types for each recipient.

Ship: for when a shipment is on its way

Exception: if a delay is encountered

Delivery: when the package is delivered

Quantum View® Manage

Quantum View® Manage puts up-to-date shipping status information at your fingertips without special IT installation or support. Multiple users within your organization can quickly and easily view, download and share status information from any computer connected to the Internet. This visibility tool provides you with a comprehensive view of your inbound and outbound shipping activity. You are proactively provided with instant access to information that helps save time, cut costs and improves customer service. Quantum View Manage is designed for customers who ship an average of 30 or more packages per week and require visibility on all packages.

Quantum View® Data

Integrate shipment status data into your company's systems. Quantum View® Data provides access to the latest detailed shipment information for your packages, including scheduled day of delivery and exception updates, keeping you informed. Data files will be delivered via the web in easy to integrate formats such as .csv, .txt or XML. This service allows you to integrate visibility information into internal software applications and databases. Quantum View services can be accessed on UPS.com®.

Online resources to help you ship internationally

Need additional information? Simply access the topics below available on UPS.com®.

Topic	Click on the following tab
UPS Shipping Services	Shipping
UPS TradeAbility® (International Forms)	Business Solutions
Customs Brokerage Services	Support
Calculate Time and Cost	Shipping
Paying for Your Shipment (Billing Options)	Support
Quantum View® Manage	Business Solutions
UPS World Ease®	Business Solutions

Is your company in need of freight service logistic solutions?
Then visit the UPS Supply Chain Solutions® website at www.ups-scs.ca.

Government agencies can also provide helpful information for importing and exporting:

Canada Border Services Agency (CBSA)	www.cbsa-asfc.gc.ca
U.S. Customs and Border Protection	www.cbp.gov

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